



DEPARTMENT OF THE ARMY
U. S. ARMY CRIMINAL INVESTIGATION COMMAND
6010 6TH STREET
FORT BELVOIR, VIRGINIA 22060-5506

REPLY TO
ATTENTION OF

26 JUN 2002

CIOP-COP (195-1)

MEMORANDUM FOR See Distribution

SUBJECT: Advanced Civil Schooling – Master of Forensic Sciences at The George Washington University - Academic Year 2003-2004

1. The Army and USACIDC are looking for warrant officers seeking the challenge and satisfaction of becoming a Forensic Science Officer. The year-long program consists of two different tracks. One produces a Master of Forensic Science degree from The George Washington University (GWU) at Washington, D.C. The other is a Forensic Medicine Fellowship with the Office of the Armed Forces Medical Examiner (Rockville, MD), Armed Forces Institute of Pathology (Walter Reed Army Medical Center).
 2. Army Requirements. Program entry requires a request for admission into the Fully Funded Schooling program. This program is covered by AR 621-1, Training of Military Personnel at Civilian Institutions, http://www.usapa.army.mil/pdffiles/r621_1.pdf, particularly Chapter 3, Fully Funded Schooling. Specific qualifications include:
 - a. Warrant officers who are RA must enter civilian school programs prior to attaining 24 years of active warrant officer service (AWOS).
- Note: The PERSCOM unwritten policy is that applicants must be in the grade of CW2 with an established warrant officer history. For academic year 02-03, a WO1 scheduled to be promoted 1 Aug 02, was not accepted into the program while they reluctantly accepted a warrant officer promoted to CW2 on 1 May 02.
- b. Other than Regular Army (OTRA) warrant officers must enter civilian school programs prior to attaining 16 years of AFS.
 - c. Minimum academic requirements include:
 - (1) Completed baccalaureate degree with a minimum grade point average (GPA) of 2.5. The undergraduate degree is irrelevant.

- (2) The following represents PERSCOM's draft change to AR 621-1, necessary to implement changes to the GRE test format. **"Effective 1 Oct 02, minimum scores for the Graduate Record Examination (GRE) test are 500 points on the verbal assessment, 500 points quantitative assessment and 4 in the analytical writing assessment. Scores for tests**



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taken before 1 Oct 02 require a minimum of 500 in each of the three academic scored sections (verbal, quantitative and analytical). The minimum score for the Graduate Management Admission Test (GMAT) is 500. Waivers may be granted by the CG, PERSCOM (TAPC-OPB-D), on a case by case basis for both examinations and GPAs. Test results must not be more than 5 years from the date tested."

3. Procedure.

a. Graduate Record Examination. The first step for interested warrant officers is to take the GRE. It is highly recommended that you study for this examination and take advantage of one of several packages available to help you both study and practice taking the exam. Check with your Army Education Center, they may offer the test (usually free of charge), but they are only given at certain times, and the results must be mailed at a later date. However, many education centers are no longer offering the GRE. Most (off-post) locations, which may require an appointment, only offer the computerized version of the exam. This offers a number of positive features to include immediate feedback on the results and no wrong answer penalties. The computerized version will not allow you to leave any blank answers but you are limited on your ability to review and change answers. You may have to coordinate with a nearby college to arrange to take the GRE. Usually computerized test results are available the same day, although official scores must be mailed. You should request the results be sent directly to the GWU Columbia College of Arts and Sciences (there are other options at GWU). Since a copy of the GRE results will be needed for your Army application, request one (or two) be mailed to you at the same time. By submitting a one-page DANTES GRE General/GMAT Reimbursement Form (form and directions available on the CID Intranet) along with a copy of the scores to your supporting Army Education Center, you will be reimbursed for the test. The Army will only reimburse one test, so any re-tests to raise your score are at your own expense. Only one test per month is allowed. The test cost is \$105. See also <http://www.gre.org/> or <http://www.review.com/integrated/templates/defaultrh/testprep.cfm?TPRPAGE=10&TYPE=GRE> or, or <http://www.petersons.com/army>.

b. The George Washington University. Next, you must be accepted by the GWU. For admissions information, contact: The George Washington University, Columbian College of Arts and Sciences Graduate Admissions, 801 22nd Street, N.W., Room 106, Washington, D.C. 20052, (202) 994-6210, <http://www.gwu.edu/~ccas/>.

(1) Prerequisites include:

(a) Undergraduate degree from an accredited institution of higher learning.

(b) Academic background of excellence, usually with majors, or equivalent, in the fields in which they intend to study for advanced degrees. Normally a 'B' average (or equivalent) from an accredited college is required.

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(c) With evidence of special promise, such as GRE scores, an applicant whose academic record falls short of a 'B' average may be accepted on a conditional basis. Meeting the minimum requirements does not assure automatic acceptance. The departments may, and often do, set higher admission standards. Moreover, the number of spaces available for new graduate students limits the number that can be accepted.

(2) Application.

(a) The application is at <http://www.gwu.edu/~gradinfo/gradapp.pdf>.

(b) Transcripts will be required from each institute of higher learning previously attended. Those transcripts must be sent directly to the GWU Columbian College of Arts and Sciences.

(c) GRE results, as previously discussed.

(d) Three letters of recommendation from people knowledgeable about your work. CW4 Andrews' first application included a letter from his operations officer (a former AFIP attendee), an SJA chief trial counsel (a GWU alumnus) and the clinical pathologist he worked with. His second application included letters from the deputy installation commander, the provost marshal and his operations officer. These letters need to be sealed in an envelope by the writer and it is up to them whether or not to give you a copy. A fill-in-the-blank version of this form can be downloaded from the Forensic Science Committee page on the USACIDC intranet.

(e) The final portion of the application is a paragraph (or so) statement from you about why they should accept you.

(f) Contact CW4 Andrews once the GWU application has been submitted and he will coordinate with the school for a special acceptance letter.

(3) Program of Instruction.

(a) Although several forensics programs are available at GW, the one most often pursued is the Master of Forensic Science (MFS). More information is available by contacting the Department of Forensic Sciences, The George Washington University, 2036 H Street, N.W., Washington, D.C. 20052, (202) 994-7319, e-mail: forsec@gwu.edu, website: <http://www.gwu.edu/~forensic>.

(b) During academic year 01-02, the GWU instituted a Crime Scenes concentration. Based on CID attendance that year, this concentration is no longer recommended.

(c) A list of courses available can be viewed at the "curriculum" link on the site seen above (<http://www.gwu.edu/~forensic/>). The Forensic Pathology class is part of the AFIP fellowship and should be taken during the Spring semester.

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(d) A comprehensive test (the Comps) is required near the end of the year. This encompasses a number of questions, one per class, each given by the primary instructor. The comps are given in lieu of thesis work.

c. The Army Application. Once you have been accepted at GWU, refer to AR 621-1 at http://www.usapa.army.mil/pdffiles/r621_1.pdf for assistance in preparing your application for the program.

(1) The blank application can be downloaded at <http://www.army.mil/usapa/eforms/pdf/A1618.PDF>. Several samples can be viewed at the Forensic Science Committee's page on the USACIDC intranet.

(2) Remember the regulation requires a special GWU acceptance letter to reflect there is no in-state tuition and you can routinely be expected to earn the degree by starting in the Fall semester and finishing in the second Summer session the next year.

(3) Waivers. If waivers are required, one should be submitted by separate memorandum for each requirement not met. Waivers are required if your GPA below 2.5.

(b) GRE score below 500, one waiver for each category below 500.

(c) You would also have to submit a waiver if you are OTRA with over 16 years AFS, or if you are not in voluntary indefinite status.

(4) Endorsements.

(a) The application must be forwarded through your chain of command, at least through the first field grade commander. In the past, brigade-level commanders have also requested to endorse packets. A memorandum of endorsements will include a statement of the commander's opinion concerning the applicant's abilities, scholarly attitude, initiative, and aptitude, for the course of study. The commander will also describe the applicant's current duty performance.

(b) Operations Officer. Although not required by AR 621-1, a letter of input from the applicant's operations officer should be included in the packet.

(c) Forensic Science Officer. Although not required by AR 621-1, a letter of input from the applicant's supporting forensic science officer should be included in the packet.

(5) The packets will be routed to the Agent Development Branch, DCSSPT. All packets will be reviewed for regulatory compliance.

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(6) Order of Merit Board. An order of merit board, similar to the ones conducted for the Canadian Police College will be conducted at the headquarters. The date will depend on the PERSCOM deadline which has not yet been published. The DCSOPS presides over the board which is manned by senior warrant officers. This year, PERSCOM required all applications by 15 Apr 02, so we expect a similar date in Apr 03. During the week prior to the PERSCOM deadline, the board will develop an order of merit list to be forwarded with the applications to PERSCOM. Letters of endorsement will be prepared and packets of those applicants who are qualified will be forwarded to PERSCOM for consideration.

4. Upon graduation from GWU, ideally in conjunction with completion of the AFIP Forensic Medicine Fellowship, the warrant officer will be assigned as a Forensic Science Officer.

a. Warrant officers educated to the master's level or bachelors level will be assigned to Army Educational Requirements System (AERS) validated positions for 3 years. Assignment as staff officer at the battalion/district, group or MACOM level can be expected. The USAMPS Physical Evidence Branch Chief position is also AERS validated to be filled by an FSO.


b. Assignments will normally be made subsequent to discussions with each student, within the needs of the Army and USACIDC.

c. Upon completion of the utilization tour, warrant officers may continue in senior FSO positions, or may be reassigned to another leadership position.

5. AFIP Forensic Medicine Fellowship. The fellowship program at OAFME consists of attendance and participation in weekly CME (continuing medical education) briefings, the GWU Forensic Medicine and Forensic Pathology classes, and seminars in Basic Forensic Pathology, Forensic Odontology and Forensic Anthropology. Additionally, completion of at least one project is required. This project may be completed in conjunction with other GWU course work.

Two particularly interesting opportunities are weekly visits to the Office of the Chief Medical Examiner in Baltimore where 6 to 12 autopsies can be witnessed each week and visits to assist forensic pathologists during autopsies at the Dover Air Force Base Center for Mortuary Affairs.

6. The point of contact is CW4 Bill Andrews at (703) 806-0299 or andrewsw@belvoir.army.mil.


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for Operations

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